

To Learn: Writing a Resume

Learning Objective:

The student will be able to recall and list previous education and employment positions and subsequently identify, classify, and summarize tasks that correspond and align to previously researched job descriptions.

Jobs.MissionCollege.edu ➞ (<http://Jobs.MissionCollege.edu>)

Save these résumé power tips!

1. **Craft concise but thorough descriptions of prior jobs and current positions** – include duties, experience, level of responsibility, accomplishments and RESULTS, whenever possible.
2. **Put the most important information first** – give priority to items that will catch the employer's eye and help persuade them that you are worthy of an interview.
3. **Stress your value and potential** – describe yourself in positive terms with strong action verbs. Present yourself as someone who has goals and cares about your accomplishments, future achievements, and what you can bring to the company.

1. The Basics

- Your resume should be one page, you don't have the professional experience to expand into something longer.
- You don't need to list everything that you've ever done, however, don't leave out information that you might feel is not “design related”—employers like to know that you are employable and trustworthy. Also, your unique background might make you stand out from the crowd.
- You need to match the keywords from the job description(s) in your resume for both

recruiters and machine searches.

- Your resume will be review very quickly—on average less than 30 seconds.

2. Examples

The following "Steven Stevenson Resume Challenge" was created for a fictional Web designer who doesn't have a resume. Ten Web designers took the same information and developed a resume in a few hours. [StevenStevensonChallenge.pdf](https://wvm.instructure.com/courses/63059/files/11196953/download?wrap=1)

(<https://wvm.instructure.com/courses/63059/files/11196953/download?wrap=1>)_ ↓

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***“Each designer must translate their
work experience, education, and interests
into their own unique style.”***

3. Listing your education

Are you confused about the proper syntax to list your education on your resume? Writing it out on a resume is more formal than writing in a cover letter or in conversation. In the following examples, the latter (bold) are better on a resume.

- Bachelor's Degree in Fine Arts or **Bachelor of Fine Arts, Graphic Design**
- Master's Degree in Psychology or **Master of Science in Psychology**
- Doctorate's Degree in Educational Leadership or **Doctor of Education in Educational Leadership**

[Resume, Writing about Education](https://wvm.instructure.com/courses/63059/pages/resume-writing-about-education)

(<https://wvm.instructure.com/courses/63059/pages/resume-writing-about-education>) (more examples)

Mission College, Santa Clara, CA 2016–2019

Associate of Science in Graphic Design

Certificate of Digital Illustration

4. Action Verbs

Once you decide what you want to say, choose your words carefully.

Boston College had compiled a list of action verbs and phrases that cover a variety of tasks from management and communication to creative and technical skills. [action-verbs-to-make-your-resume-stand-out](https://www.indeed.com/career-advice/resumes-cover-letters/action-verbs-to-make-your-resume-stand-out)  [\(https://www.indeed.com/career-advice/resumes-cover-letters/action-verbs-to-make-your-resume-stand-out\)](https://www.indeed.com/career-advice/resumes-cover-letters/action-verbs-to-make-your-resume-stand-out)

[Resume Action Verb4.pdf](https://wvm.instructure.com/courses/63059/files/11196952/download?wrap=1) [\(https://wvm.instructure.com/courses/63059/files/11196952/download?wrap=1\)](https://wvm.instructure.com/courses/63059/files/11196952/download?wrap=1)  [\(https://wvm.instructure.com/courses/63059/files/11196952/download?download_frd=1\)](https://wvm.instructure.com/courses/63059/files/11196952/download?download_frd=1)
[Minimize File Preview](#)



5. Buzzkill these Buzzwords

Robert Half Agency | 12/04/2018 | >>Opinions Ahead<<

It might seem like loading your resume with the latest buzzwords is a surefire way to make your resume stand out. But employers see right through this kind of fluff. Instead of flaunting your “synergistic proactivity,” give them substance they can’t ignore—and make sure these words are nowhere near your application materials:

Familiar/experienced with

Vague terms like this can make it look like you’re trying to cover a lack of experience. Be specific: “10 years of experience using Microsoft Office.”

Uniquely qualified

Skip this cliché and highlight the exact experience and skills that make you the right person for the job.

Thought leader

If you’re a thought leader in your field, companies already know your name. Otherwise trying to put yourself on a pedestal is more likely to come off as pretentious.

Proactive

Rather than telling the hiring manager that you’re proactive, explain how you’ve anticipated potential issues or concerns and the positive outcomes your efforts led to.

Responsibilities include

This eye roll-inducing phrase readies employers for a laundry list of duties common to the position you held.

Give them details on how you saved the company money or increased efficiency.